

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Phone: (651) 602-7900
FAX: (651) 602-7914

Transmitted via Email

January 31, 2005

MINNESOTA BULLETIN NO. 300-5-23

SUBJECT: LTP – EQIP- APPROVAL AUTHORITY

Purpose. To provide approval authority process for EQIP contracts of \$100,000 or greater.

Expiration Date. September 30, 2005.

This bulletin transmits the process for approving EQIP contracts where the total cost-share obligation exceeds \$100,000. This is a new procedure that incorporates the Regional Assistant Chief (RAC) level. Retain the attachment for future use and reference. Offices with potential contracts over \$100,000 should carefully review and follow this process.

Participants exceeding \$100,000 **should not be notified of their acceptance** until their application has been reviewed and approved by the RAC in Protracts. Follow the steps indicated on the transmittal.

To expedite the process, offices should only submit a completed RAC questionnaire electronically as a file attachment to an Email through their Area Office to Sid Cornelius in the State Office.

Attached for your use when completing these contracts is the EQIP check sheet that was used in 2004. This may be useful to use when developing EQIP contracts, but it is not required to be submitted to the State Office.

Questions should be directed to your Assistant State Conservationist (FO) or through the Area to Tim Koehler, Assistant State Conservationist.

WILLIAM HUNT
State Conservationist

Attachment (2)

DIST: AC
DC
ARC
MN.EQIP